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Idaho
State Government



**Division of
Human Resources**

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Real Estate Inspector

Open for Recruitment: February 4, 2005 - February 28, 2005

Announcement # 04616000643

Salary Range: \$16.00 -Plus Competitive Benefits!

Location(s):

These positions are located in Boise only.

**Previous scores will not be used, you must re-apply under this announcement.
The examinations will be given on March 14th. (See Examination section below).**

This position requires travel approximately 70% of work time. Investigative work may involve working with hostile or uncooperative individuals. This work involves lifting and carrying boxes and material weighing approximately 30 pounds.

This position requires at least two years of experience as a licensed real estate agent, to include real estate accounting and trust procedures.

Responsibilities:

- Plans and conducts audits of broker trust account records and files and examines procedures for conformity with statutory requirements.
- Checks listings, earnest-money agreement, closing statements, and other documents for required information and completeness and determines compliance with laws and regulations.
- Interviews complainants, brokers, and others to gather information and determine specific nature of complaint.
- Consults with attorneys, banks, and title companies regarding complainants.
- Analyzes information including trust accounts to determine if violation has occurred and determines course of action to follow.
- Corresponds with interested parties concerning real estate license law and Commission regulations.
- Presents information at licensee and educational clinics.
- Develops and conducts courses and seminars related to trust accounting and real estate law and regulations governing licensees.
- Explains and interprets real estate law and regulations.

MINIMUM QUALIFICATIONS:

Good knowledge of: Idaho real estate license law and regulations; real estate trust accounting.

Experience: presenting information to groups of people in a training or similar capacity; conducting fact-finding interviews; interpreting and analyzing laws and rules affecting real estate transactions; preparing records, reports and correspondence concerning real estate transactions.

Valid driver's license.

Skill in keyboarding and using a personal computer.

How to Apply: Click on the **Apply Online** button to the left and follow the instructions provided to complete the Application Checklist and Exam for this position. If you are unable to use the **Apply Online** process, you must respond to the exam questions on this announcement and complete a State of Idaho Application. For a paper application, click on Forms at the top of the screen.

Examination: Your responses and resume from the online application will be reviewed to see if you meet the minimum qualifications.

Those applicants meeting these qualifications will be scheduled for the multiple choice written exam and the work sample exam that will be given in Boise only on March 14th, at 8:00 at the Division of Human Resources, 700 West State St., Boise, Idaho. These exams will be given together and will take five hours.

Notification for the test will be sent by email for those with an email address shown on their application and by letter to those without email. You must obtain a minimum score of 70 on each exam to qualify. Your final score will be the average of the two qualifying exams.

[Preview Exam](#)

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.

Exam: Real Estate Inspector

The following items # 1-6 are the minimum requirements for this position. Item # 7 is for you to attach your resume that validates your responses.

1. This position requires travel approximately 70% of work time. Investigative work may involve working with hostile or uncooperative individuals. This work involves lifting and carrying boxes and material weighing approximately 30 pounds.

Are you able to perform these job duties?

- Yes
- No

2. Do you have a valid driver's license?

- Yes
- No

3. Describe how you have obtained:

A) good knowledge of the Idaho real estate license law, regulations, practices, and terminology;

B) trust accounting and auditing methods and procedures.

This knowledge is typically gained by at least two years of experience as a licensed real estate agent, to include real estate accounting and trust procedures.

4. Describe your experience:

A) reviewing and analyzing real estate transactions and information for compliance with law;

B) preparing records, reports, and correspondence concerning real estate transactions.

This is typically gained by at least two years of experience as a real estate agent performing this type of work.

5. Do you have at least six months of experience with word processing software?

- Yes
- No

6. Do you have experience making oral presentations to groups?

This experience is typically met by dissemination of information to people in a similar capacity to training so that thoughts and ideas are presented.

- Yes
- No

7. Do you have at least two years of experience conducting fact-finding interviews?

This would be for the purpose of obtaining detailed information with people to elicit information.

- Yes
- No

8. Attach your resume which demonstrates your work history in real estate and supports your responses to the questions.